

## **COURT ACCOUNT CLERK SUPERVISOR**

### **DEFINITION**

Under direction, supervises the work of account clerks working in court districts responsible for revenue processing; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This class has full supervisory responsibility for account clerks working at several court district locations. Positions within this class travel to various court sites to audit the work of account clerks. This class differs from the Accounting Technician class in that the Accounting Technician has no supervisory responsibilities and performs technical accounting work related to claims and expenditures.

### **ESSENTIAL FUNCTIONS**

1. Conducts interviews and makes hiring decisions for new account clerks; trains, coaches, and instructs employees in work procedures; evaluates employees' work performance and work behavior; executes disciplinary action as needed; approves leave time and reviews time sheets; prioritizes and schedules work to meet deadlines; monitors work for compliance with governing standards, laws, and regulations.
2. Makes regular visits to court sites to audit work including cash balances and reports; ensures the adherence to internal and cash control procedures; reviews and tracks all monthly reconciliations for accuracy, timeliness and clean up; audits CARS/FAS trust funds; coordinates destruction of all fiscal items; manages and directs the work of clerks involved in balancing and reconciliations for all districts to assure accuracy and timeliness.
3. Acts as a contact person for court districts regarding fiscal problems; addresses and follows up with fiscal problems in the court districts.
4. Provides temporary relief to account clerks for vacation and sick leave.
5. Researches new legislation and implements changes in the accounting unit; updates the fiscal manual; conducts meetings to introduce changes in procedures and policies.

6. Manages and directs the Court-Wide Consolidated Money Mail Program; serves as advisor with respect to problem resolution with the mechanized case management systems.
7. Performs related duties as assigned.

### ***MINIMUM QUALIFICATIONS***

Five years of increasingly responsible clerical accounting experience preferably involving accounts receivable and some lead or supervisory experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities. College level accounting experience can substitute for a maximum of two years of experience.

#### ***Knowledge of***

Practices and procedures of accounting; Court accounting procedures; laws and regulations effecting Court accounting operations; principles, procedures and practices of supervision; word processing and spreadsheet software.

#### ***Ability to***

Interpret and apply legal and administrative concepts to accounting functions; analyze accounting problems and provide solutions; establish and maintain working relationships with Court and County staff, government agencies, and public; prepare written presentations; operate personal computers.

#### ***Special Requirements***

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

### ***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

Revised 12/04